

# NOTICE

Security and Safeguards Division

October 11, 2002

Notice No. 0104

## Destruction of Classified Matter

**Background** Classified Security LIR (LIR406-00-02) [Attachment 5, “Destruction of Classified Matter”](#) contains the requirements that must be implemented when destroying a variety of different types of classified matter.

Several models of disintegrators, hand-held degausser units, and CD destruction devices are now approved for use in the destruction of classified matter. The approval of the new types of equipment provides organizations greater flexibility in disposing of classified media on site, including CREM.

This Notice provides the requirements that shall be implemented when using this newly approved equipment in the destruction of classified matter.

**Scope & Applicability** The requirements contained in this Notice shall be implemented by all organizations possessing or using one of the newly approved pieces of equipment. **Guidance Note:** No changes have been made to general requirements for the destruction of classified matter.

In conjunction with the publication of this Notice the OIC shall remove redundant and unclear guidance from a Web page. The changes to the Web page do not remove any material that is referenced in LIR attachment as a requirement.

**Acronyms & Initialisms** CREM—classified removable electronic media

## Approved Equipment for Destroying Classified Matter

### Deletions

#### “Destroying Classified Matter” Web page

All guidance and restatements of LIR requirements shall be removed from the “Destroying Classified Matter” Web page ([http://int.lanl.gov/security/classified/destroy\\_docs.shtml](http://int.lanl.gov/security/classified/destroy_docs.shtml)). The page shall retain only the updated approval lists and maintenance information for shredders, disintegrators, and other equipment used in the destruction of classified matter.

## Additions

### **“Destroying Classified Matter” Web page**

- ? The [“Destroying Classified Matter”](#) Web page shall be updated as shown in the Appendix to this Notice.

### **Classified Security LIR Attachment 5 “Destruction of Classified Matter”**

The following section shall be appended to the end of Section 3.2, “Methods of Destruction”

#### ***3.2.1 Using Disintegrators to Destroy Classified Matter***

- ? Only approved disintegrator units shall be used to destroy classified matter. **Guidance Note:** See the [“Destroying Classified Matter”](#) page for more information about approved disintegrators.
- ? Electronic media shall be degaussed before destruction (see section 3.2.3).
- ? The following classified matter shall be approved for destruction in approved disintegrators:
  - ? paper documents
  - ? Zip disks
  - ? Jaz disks
  - ? floppy disks
  - ? view graphs
- ? The following classified matter **shall not** be approved for destruction in disintegrators:
  - ? CDs, CD-Rs, CD-RWs, and DVDs
  - ? film, photographic negatives,
  - ? microfilm, microfiche, or microforms
  - ? nonremovable disk drives (hard drives)

### **3.2.2 Using CD Sanders to Destroy Classified Matter**

- ? Only approved CD sander units shall be used to destroy classified matter. **Guidance Note:** See the [“Destroying Classified Matter”](#) page for more information about approved CD sanders.
- ? Workers shall use CD sander units in accordance with the manufacturer’s instructions and training provided by S-5.

### **3.2.3 Using Degaussers to Destroy Classified Matter**

- ? Only approved units shall be used to degauss classified magnetic media. **Guidance Note:** See the [“Destroying Classified Matter”](#) page for more information about approved degaussers.
- ? Workers shall use degaussers in accordance with the manufacturer’s instructions and training provided by S-5.

### **3.2.4 Using Nonstandard Destruction Equipment**

- ? Workers shall use only approved equipment, as listed on the [“Destroying Classified Matter”](#) Web page, when destroying classified matter.
- ? **EXCEPTION:** Destruction equipment that is not on the approval list shall be approved for use if all the following criteria are met:
  - ? the equipment is inspected and approved by S-5
  - ? operating instructions are established and approved by S-5
  - ? the equipment is used in accordance with all requirements related to destroying classified matter.

**Guidance Note:** Organizations are strongly advised to select from the items listed on the [“Destroying Classified Matter”](#) page when purchasing or replacing destruction equipment.

## **References**

**Questions?** Please address questions regarding requirements for destruction of classified matter to Collis Woods (5-7234) in the Security Support Group (S-5).

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*The OIC for this notice is S-5, Security Support and the responsible division director is S-DO. This notice will remain in effect until the revised requirements are introduced into Classified Security LIR Attachment 5, “Destruction of Classified Matter.”*

## Appendix: Web resources

### Destroying Classified Matter

#### Approved Equipment for Destroying Classified Matter

The following equipment shall be used to destroy classified matter:

SHREDDERS			
make	model	Approved for:	
		non-accountable?	accountable?
Rexel	X16 High Security Cross Cut	Y	Y
Rexel	Destroyer-High Security Cross Cut	Y	Y
Dahle	20430	Y	Y
Dahle	20630EC	Y	Y
Dahle	20830EC	Y	Y
Dahle	20830HC	Y	Y
Shredex	Piranha 1232	Y	Y
Micro-Flex	260HS	Y	Y

DISINTEGRATORS			
make	model	Approved for:	
		non-accountable?	accountable?
Whitaker Brothers	Model 360B	Y	Y
SEM	Model 200	Y	Y
SEM	DS-200	Y	Y

CD SANDERS			
make	model	Approved for:	
		non-accountable?	accountable?
Whitaker Brothers	Datastroyer 101-CD	Y	Y

DEGAUSSERS			
make	model	Approved for:	
		non-accountable?	accountable?
SEM	Model 1100 Magnetic Media Degausser	Y	Y

#### Maintenance of Shredders and Disintegrators

Contact [Donna Crook](#) (BUS-5) to authorize maintenance service. Chaparral Machine Services in Albuquerque holds the LANL Service Contract.